

# SBIR/STTR Fast-Track REMINDER SHEET

After reading all instructions in the SBIR/STTR Phase I Grant Solicitation and in the Phase II SBIR or Phase II STTR Application Kit, use the following reminders to help ensure that the Fast-Track application meets the requirements for submission.

- ☒ Did you identify the application as "Fast-Track" in Item 2 on the Face Page of the Phase I?
- ☒ Did you specify in the Phase I application clear, measurable goals (milestones) that should be achieved prior to initiating Phase II?
- ☒ Did you prepare the application according to the "Type Size" specifications that must be observed throughout the application?
- ☒ Does the Phase I application contain no more than 25 allowable pages as described in "Limitations on Length of Application" in Section IV A of the *Omnibus SBIR/STTR Solicitation*?
- ☒ Did you complete all items on the Face Pages of the Phase I and Phase II applications, including Direct Costs, Total costs, [and required signatures](#)?

NOTE: Project periods and costs requested for the Phase I and Phase II projects should be listed separately.

- ☒ Did you complete the necessary items on the Phase I and Phase II Checklist Form pages?
- ☒ Did you include letters of commitment from collaborators and consultants in the application?
- ☒ Did you include as part of the Research Plan a "Product Development Plan" that adequately addresses the four areas described in section VI, item G of the *Omnibus SBIR/STTR Solicitation*?
- ☒ Did you prepare both a [complete](#) Phase I and a [complete](#) Phase II application and submit them together in a single package ([original plus five](#) signed, exact single-sided photocopies)?
- ☒ Did you include 3 sets of appendices?
- ☒ The Fast-Track SBIR grant application package should be assembled in the following order:
  - ◆ **Cover Letter** — encouraged, but not a requirement.
  - ◆ **Phase I SBIR components:**
    - **Phase I Face Page** — first page of application.
    - **Abstract of Research Plan** — Form Page 2.
    - **Budget for Phase I** — Form Page 3. DO NOT SUBMIT FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). Renumber pages as necessary.
    - **Budget Justification** — Form Page 4 (required for ALL applications).
    - **Biographical Sketch and Bibliography Pages.** **NO Form Page.** *Use plain, white paper and stay within margins used for other Form Pages.*
    - **Introduction** (revised application only — limited to three pages for entire Fast-Track application).
    - **Research Plan**
      - ❖ **NO Form Page.**
      - ❖ Includes LITERATURE CITED.
      - ❖ Includes Phase I milestones.
    - **Letters From Consultants and Collaborators.**
    - **Checklist** — Form Page 5 and next-to-last page of signed, original application, but last page to be numbered.

◆ **Phase II SBIR components**

- **Phase II Face Page** — first page of application.
- **Abstract of Research Plan** — Form Page 2.
- **Table of Contents** — Form Page 3.
- **Detailed Budget for First 12-Month Budget Period** — Form Page 4.
- **Budget for Entire Proposed Phase II Period and Budget Justification** — Form Page 5; use continuation pages if necessary.
- **Biographical Sketch** — Form Page 6. (Photocopy if necessary.)
- **Other Support** — Form Page 7.
- **Resources** — Form Page 8.
- **Research Plan (including Product Development Plan)**
  - ❖ **NO Form Page.**
  - ❖ 25-page limit includes LITERATURE CITED.
  - ❖ Insert Product Development Plan in lieu of Phase I Final Report.
- **Letters From Consultants and Collaborators. Also include letters of interest/commitment from potential commercialization partners.**
- **Checklist** — Form Page 9 and next-to-last page of signed, original application, but last page to be numbered.
- **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is *not* to be numbered or duplicated. (Personal Data page for Fast Track applications should be placed at the end of the Phase II application.)
- **Appendices**
  - ❖ **Not to exceed 10 publications and manuscripts accepted for publication.**

☑ **The Fast-Track STTR grant application package should be assembled in the following order:**

- ◆ **Cover Letter** — encouraged, but not a requirement.
- ◆ **Phase I STTR components**
  - **Face Page** — first page of application.
  - **Abstract of Research Plan** — Form Page 2.
  - **Budget for Phase I** — Form Page 3. DO NOT SUBMIT FOR APPLICATIONS REQUESTING UP TO \$100,000 TOTAL COSTS (direct costs, indirect costs, and fixed fee). Renumber pages as necessary.
  - **Budget of Research Institution for Phase I** — Form Page 4
    - ❖ For applications requesting up to \$100,000, enter ONLY Total Costs and provide Signature of “duly authorized representative” under “Certification of Research Institution Participation.”
    - ❖ For applications requesting more than \$100,000, provide all information requested.
  - **Budget Justification** — Form Page 5 (required for ALL applications).
  - **Biographical Sketch and Bibliography Pages.** **NO Form Page.** ***Use plain paper and stay within margins used for other Form Pages.***
  - **Introduction** (revised application only — limited to three pages for entire Fast-Track application).
  - **Research Plan**
    - ❖ **NO Form Page.**
    - ❖ Includes LITERATURE CITED.
    - ❖ Includes Phase I milestones.
  - **Letters From Consultants and Collaborators.**

- **Checklist** — Form Page 6 and next-to-last page of signed, original application, but last page to be numbered.
- **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated.

♦ **Phase II STTR components**

- **Phase II Face Page** — first page of application.
- **Abstract of Research Plan** — Form Page 2.
- **Table of Contents** — Form Page 3.
- **Detailed Budget for First 12-Month Budget Period** — Form Page 4.
- **Budget of Applicant Organization for Entire Proposed Phase II Period and Budget Justification** — Form Page 5; use continuation pages if necessary.
- **Detailed Budget of Research Institution for First 12-Month Budget Period** — Form Page 6.
- **Budget of Research Institution for Entire Proposed Phase II Period and Budget Justification** — Form Page 7; use continuation pages if necessary.
- **Biographical Sketch** — Form Page 8. (Photocopy if necessary.)
- **Other Support** — Form Page 9.
- **Resources** — Form Page 10.
- **Research Plan (including Product Development Plan)**
  - ❖ **NO Form Page.**
  - ❖ 25-page limit includes LITERATURE CITED.
  - ❖ Insert Product Development Plan in lieu of Phase I Final Report.
- **Letters From Consultants and Collaborators. Also include letters of interest/commitment from potential commercialization partners.**
- **Checklist** — Form Page 11 and next-to-last page of signed, original application, but last page to be numbered.
- **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is not to be numbered or duplicated. (Personal Data page for Fast Track applications is placed at the end of the Phase II application.)
- **Appendices (3 sets)**
  - ❖ Not to exceed 10 publications and manuscripts accepted for publication.

- **Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:**

**Division of Receipt and Referral**  
**Center for Scientific Review**  
**National Institutes of Health**  
**(301) 435-0715; Fax: (301) 480-1987**